## **DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1174

Page 1 of 3

Agency St. Mary's County Government

Division/Unit Office of the County Attorney

Item No.	Description	Retention
1	<u>LITIGATION FILES</u> – These files contain closed or pending cases brought by or against the County. Each file contains court pleadings, papers, orders, briefs, transcripts and correspondence. A file is closed when all appeals have been exhausted.	
	<ul> <li>1(a). Circuit Court Cases</li> <li>1(b). District Court Cases</li> <li>1(c). Animal Control</li> <li>1(d). Land Use Municipal Infractions</li> <li>1(e). Administrative Appeal Files - A file is opened in response to an appeal of a decision of an administrative board. It is closed when all appeals have been exhausted.</li> </ul>	Retain for 7 years, then destroy Retain for 4 years, then destroy Maintained by Public Safety. Maintained at Land Use. Once closed, retain for three (3) years, then destroy.
2	STATUTORY NOTICES (CLAIMS) – A file is opened for each statutory notice received pursuant to Md. Code. Ann., Courts and Judicial Proc. §5-301 et seq. which names St. Mary's County. A file is closed when the applicable statute of limitations expires.	Maintain until expiration of applicable statute of limitations. Once closed, retain for one (1) year, then destroy.
3	PUBLIC INFORMATION ACT REQUESTS AND RESPONSES  - Responses to requests for public information.	Retain for one year, then destroy.
4	ADULT PUBLIC GUARDIANSHIP FILES – A file is opened when a petition is filed in the Circuit Court requesting that the Office of Aging be appointed Guardian of the disabled individual.	Once guardianship is terminated, keep in the office for six (6) months then destroy.
5	MOU/MOA – Memoranda of Understanding and Memoranda of Agreement between the County and various entities.	Retain for five (5) years after expiration of MOU/MOA then forward to State Archives.
	pproved by Department, Agency, Schedule Authorized by Schedule Autho	tate Archivist
Date	11/1/1 Date 11/18/20	2//
Typed Nam	e <u>George R. Sparling</u> Signature <u>Laura</u>	Icapenfor
Title <u>Co</u>	unty Attorney	

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1174

Page 2 of 3

Agency St. Mary's County Government Division/Unit
Office of the County Attorney

Item No.	Description	Retention
6	PROPERTY ACQUISITION FILES – There is a separate file maintained for each piece of property acquired by the County for streets, parks, Board of Education use, parking lots etc. The file contains options, acceptances, releases, deed copies and settlement sheets, in addition to all papers of negotiation and correspondence.	Retain for five (5) years after disposition of property, then forward to State Archives.
7	PROPERTY DISPOSITION FILES – There is a separate file maintained for each piece of property disposed of by the County. The file contains options, acceptances, releases, deed copies and settlement sheets, in addition to all papers of negotiation and correspondence.	Retain for five (5) years after disposition of the property, then forward to State Archives.
8	<u>LEASE AGREEMENTS</u> – Lease of property by the County for its use and lease of County owned property to public and private entities and persons.	Retain in office 3 years after expiration of lease, then destroy.
9	LICENSE AGREEMENTS - Agreements detailing the use of County owned property by individuals or agencies.	Retain in office 3 years after expiration of lease, then destroy.
10	REAL ESTATE AND PERSONAL PROPERTY DELINQUENT TAX FORECLOSURE FILES – Documents the recovery of outstanding real estate and personal property taxes owed to the locality. This series may include, but is not limited to: real estate appraisals, title documentation, pleadings, contracts and deeds.	Retain in office for three (3) years after the case is closed, then destroy.
11	REAL ESTATE TITLE FILES – Documents title to properties. This series may include, but is not limited to: real estate appraisals, title documentation, contracts, and deeds.	Retain for five (5) years after disposition of property, then forward to State Archives.
12	EASEMENTS – Grants of rights in real property.	Retain permanent easements for five (5) years after termination of easement, then forward to State Archives; Retain temporary easements for three (3) years after termination of easement, then destroy.

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1174

Page 3 of 3

Agency St. Mary's County Government Division/Unit
Office of the County Attorney

	Description	Retention
13	LEGAL REVIEW FILES/DEPARTMENTAL MATTERS - These files deal with issues and projects with legal implications for departments within County Government. This series may include, but is not limited to, correspondence and reports.	Screen annually and destroy material that is no longer needed for current business with the following exceptions: transfer to the MD State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
14	<u>LEGAL OPINIONS</u> – Consists of opinions requested by officials, employees, or departments from the County Attorney's office on matters of law.	Retain for five (5) years then forward to State Archives.
15	<u>LEGISLATION/ LEGISLATIVE PACKAGES</u> – Legislative proposals, drafts of local legislation, correspondence, fiscal impact statements.	Retain for five (5) years after the adjournment of the legislative session, then destroy
16	VOLUNTEER FIRE DEPARTMENT/RESCUE SQUAD REVOLVING LOANS – These files contain Promissory Note and Security Agreements for money loaned to local Fire Departments and Rescue Squads for the purchase of equipment, trucks and land.	Retain for three (3) years afte repayment of the loan, then destroy.
17	<u>COUNTY CODE</u> – Correspondence with state/general code publishers.	Retain for three (3) years afte publication, then destroy.
18	<u>AUDIT RESPONSES</u> – Responses to requests for information from independent auditors.	Retain for three (3) years, then destroy.
19	MISCELLANEOUS WORKING FILES – These files concern issues, questions, or projects not fitting indexed categories. Such files are closed when a matter has been resolved or there has been no activity for a year.	Once closed, review for historical value. Retain items with historical value, retain for five (5) years, then forward to State Archives. Destroy items with no historical value.

Instructions – Type or Print a separate form for each		RTMENT OF AL SERVICES		AGENCY RECORDS INVENTORY				
new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		CORD AGEMI						
, , ,	DI 7275 W	VISION		PAGE1 OF19				
	P.O. Box Jessup, Maryla		75	<u> </u>				
	410-	799-19						
1. Department/Agency	2. Division BOARD (	OF CO	UNTY	3. Unit				
ST. MARY'S COUNTY GOVERNMENT	COMMIS			OFFICE OF THE COUNTY ATTORNEY				
DEFINITION: RECORD SERIES: A group of related reco	ords normal	y filed	filed and used as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year					
LITIGATION FILES				to				
6. Record Series Description (Briefly describe the types of information)	tion/documen	its/forms	found in					
These files contain closed or pending cases brought by or against the County. Each file contains court pleadings, papers, orders, briefs, transcripts and correspondence. A file is closed when all appeals have been exhausted. Types of Litigation files include: Circuit Court Cases, District Court Cases, Animal Control Cases, Land Use Municipal Infraction Cases and Administrative Appeal Files.								
7. Record Series Format(s) List all	8. Red Seque	ord Seri	es	O. Volume				
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11. File is Used		12. F	ile Beco	omes Inactive After				
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13. Current Location(s) (Bldg., Floor, Room)		14. Is	s Record	Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, County Attorneys Office		Yes No Circuit Court and District Court						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(	(s)	16. /	Audit Re	equirements				
Yes X No		□ None □ State □ Federal □ Independent						
17. Is an Index System used? If yes, explain briefly and de requirements	escribe	18. I	Recomm	ended Retention				
☐ Yes 😾 No				rt Cases – 7 years rt Cases - 4 years				
— <u> </u>			nal Con	trol - Maintained by Public Safety unicipal. Infractions – Maintained by Land Use				
10 News 17 th CD	1 20		inistrat	ive Appeal Files – once closed maintain 3 years				
19. Name and Title of Preparer		hone	21. Da					
ANGELA H. BLONDINO, PARALEGAL	Numl 301-4		AUG	JST 15, 2011				
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Instructions – Type or Print a	DEPARTMENT OF GENERAI						
	RECORDS MANAGEMENT				AGENCY RECORDS INVENTORY		
separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	Box 275 794	JΝ		PAGE 2 OF 19			
1. Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT  BOARD OF COUNTY COMMISSION					OFFICE OF THE COUNTY ATTORNEY		
	A group of related records normally file	d and used	d as a		r reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year				
STATUTORY NOTICES (CL					to		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series A file is opened for each statutory notice naming St. Mary's County which is received pursuant to Md. Code. Ann., Courts and Ju Proc. §5-301 et seq. With the exception of a statutory notice file in which the victim is a juvenile, any that have not become litigate within three years of the date of the incident are closed. In the case of a file dealing with a juvenile, it is closed one year after the victim reaches the age of 19.							
7. Record Series Format(s) List al	l	8. Reco		ries	9. Volume		
Letter Size  Microfilm		Sequen			<del></del>		
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11. File is Used			_	2. File Becomes Inactive After			
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13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, County Att	torneys Office		Yes No				
15. Access Restrictions (If Yes, cite	e Law(s) & Regulation(s)		16. A	udit R	equirements		
☐ Yes No				None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements					nended Retention		
☐ Yes ☐ No				Maintain until expiration of applicable statute of limitations run Once closed, retain for one (1) year, then destroy.			
19. Name and Title of Preparer		20.		21. D	ate		
ANCELA LI DI ONDINO DADA	JECAI	Telepho Number					
ANGELA II. DECINDINO, I AKALEGAL			5-				

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<u>Instructions</u> –Type or Print a	DEPARTMENT OF GENERAI RECORDS MANAGEMENT				AGENCY RECORDS INVENTORY		
separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	Box 275 294			PAGE <u>3</u> OF <u>19</u>			
Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSI				OFFICE OF THE COUNTY ATTORNEY		
DEFINITION: RECORD SERIES: 4. Record Series Title	A group of related records normally file	d and us	sed as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year				
	DECLIECTS AND DESDONISES						
PUBLIC INFORMATION ACT I	CEQUESTS AND RESPONSES				to		
6. Record Series Description (Briefl	y describe the types of information/docu	ıments/i	forms fo	ound in	the series. Include the purpose or function of the series.)		
Requests and responses to request	s for public information pursuant to tl	he Publ	ic Info	rmatio	ı Act.		
7. Record Series Format(s) List all		8. Re	cord Se	ries	9. Volume		
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13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or				
Chesapeake Building, County Att	orneys Office		office.) □ Yes ☒ No				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)		16. A	Audit R	equirements		
☐ Yes 💆 No				None State Federal Independent			
17. Is an Index System used? If yes	, explain briefly and describe requireme	nts	18. F	Recomn	nended Retention		
☐ Yes ☐ No				Maintain for one (1) year.			
19. Name and Title of Preparer		20.	21. Date				
ANCELA H RIONDINO PADA	LEGAL	Telep Numl	phone AUGUST 15, 2011				
ANGELA H. BLONDINO, PARALEGAL 301- (301)475-4200 x1701 4200							

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Instructions –Type or Print a		MENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
separate form for each new or revised record series. Forward RECORDS MANAGEMENT DIVI			N	i			
with Records Retention Schedule Jessup, Maryland 20794							
(DGS 550-1) 410-799-1930					PAGE <u>4</u> OF <u>19</u>		
1. Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISS	IONERS			OFFICE OF THE COUNTY ATTORNEY		
	A group of related records normally file	d and use	d as a		reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year				
ADULT PUBLIC GUARDIANSH	IIP FILES				to		
6. Record Series Description (Briefl	y describe the types of information/docu	ments/for	rms fo	und in	the series. Include the purpose or function of the series.)		
A file is opened when a petition is	filed in the Circuit Court requesting t	hat the O	office (	of Agin	g be appointed Guardian of the disable individual.		
				J	••		
7. Record Series Format(s) List all		8. Reco	d C		9. Volume		
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11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐	Monthly X Annually		Number				
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or				
Chesapeake Building, County Atte	orneys Office		office.) Circuit court  Yes No Dept. of Aging				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)		16. A	udit Re	equirements		
☐ Yes			Мίν	Jone T	☐ State ☐ Federal ☐ Independent		
∐ Yes Kan No				vone [	J state		
17. Is an Index System used? If yes	, explain briefly and describe requireme	III.			ended Retention		
☐ Yes      No					unship is terminated, keep in the office for six (6) months		
D 103 A 100		- 11	destro		has been received pursuant to MD Rule 10-209(c), then		
19. Name and Title of Preparer		20. Telepho	21. Date				
ANGELA H. BLONDINO, PARA	LEGAL	Number	per AUGUST 15, 2011				
(301)475-4200 x1701 301-4 4200			5-				

Instructions – Type or Print	DEPARTMENT OF GENERAL SEI			AGENCY RECORDS INVENTORY		
a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			PAGE <u>5</u> OF <u>19</u>		
1. Department/Agency	2. Division			3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSIONERS	5	•	OFFICE OF THE COUNTY ATTORNEY		
DEFINITION: RECORD SER 4. Record Series Title	ES: A group of related records normally filed ar	nd used as		reference as well as retention and disposition purposes.  Earliest Year/Latest Year		
	STANDING/MEMORANDA OF AGREEME	ENT	J. E	toto		
6. Record Series Description (I	Briefly describe the types of information/docume	nts/forms 1	ound in t	he series. Include the purpose or function of the series.)		
Memoranda of Understanding	g and Memoranda of Agreement between the	County an	d variou	s entities.		
7. Record Series Format(s) L	ist all	8. Record		9. Volume		
Letter Size	īlm	Sequence				
Legal Size Comput	er Tape	☐ Alpha	abetical	Number		
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		(specify)				
				Number		
				☐ File Drawer(s) ☐ Microfilm Reel(s)		
				Computer Tape(s) Other (specify)		
11. File is Used		1	12. File Becomes Inactive After			
☐ Daily ☐ Weekly	☐ Monthly Annually	N	Number			
13. Current Location(s) (B	ldg., Floor, Room)	ll ll	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency			
Chesapeake Building, County	Attorneys Office		or office.)  Yes No  16. Audit Requirements			
15. Access Restrictions (If Yes	, cite Law(s) & Regulation(s)	1	6. Audit	Requirements		
☐ Yes      No		`	None	State Federal Independent		
17. Is an Index System used? I	If yes, explain briefly and describe requirements	1	8. Recon	nmended Retention		
☐ Yes     No		R	Retain Permanently			
19. Name and Title of Preparer		20.	21. Date			
ANGELA H. BLONDINO, P.	ARALEGAL	Telephor Number	nber AUGUST 15, 2011			
(301)475-4200 x1701		301-475- 4200				

Instructions – Type or Print a	DEPARTMENT OF GENERAL				AGENCY RECORDS INVENTORY		
separate form for each new or revised record series. Forward	RECORDS MANAGEMENT 7275 Waterloo Road, P.O.			:			
with Records Retention Schedule	Jessup, Maryland 207				PAGE ( OF 10		
(DGS 550-1)	410-799-1930				PAGE <u>6</u> OF <u>19</u>		
1. Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISS	IONERS	S		OFFICE OF THE COUNTY ATTORNEY		
	A group of related records normally file	d and us	ed as a		or reference as well as retention and disposition purposes.		
4. Record Series Title PROPERTY	ACQUISITION FILES		5. Earliest Year/Latest Year				
6 Record Series Description (Briefl	y describe the types of information/doc	ments/fo	orms fo	ound in	the series Include the purpose or function of the series )		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  There is a separate file maintained for each piece of property acquired by the County for streets, parks, Board of Education use, parking lots etc. The file contains the options, acceptances, releases, deed copies and settlement sheets, in addition to all papers of negotiation and correspondence.							
7. Record Series Format(s) List all		8. Rec Seque	ord Se	ries	9. Volume		
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11. File is Used			12. File Becomes Inactive After				
☐ Daily Weekly ☐	Monthly Annually		Number				
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, County Atto	orneys Office		☐ Yes 🔀 No				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)		16. A	Audit R	equirements		
☐ Yes No			None State Federal Independent				
17. Is an Index System used? If yes	, explain briefly and describe requireme	nts	18. Recommended Retention				
☐ Yes            No				Retain permanently			
19. Name and Title of Preparer		20.					
ANGELA H. RLONDINO PARA	LEGAL	Telepł Numb		AUG	UST 15, 2011		
ANGELA III DECINDING I AMALECAE			75-	_			

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule  DEPARTMENT OF GENERAL S RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794			ION		AGENCY RECORDS INVENTORY		
(DGS 550-1)	410-799-1930			PAGE OF19			
1. Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSI	IONER	<b>S</b>		OFFICE OF THE COUNTY ATTORNEY		
DEFINITION: RECORD SERIES: 4. Record Series Title	A group of related records normally file	d and u	sed as a	sed as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year			
	PERTY DISPOSITION FILES			J. La	to		
6. Record Series Description (Briefl	y describe the types of information/docu	ıments/	forms f	ound in	the series. Include the purpose or function of the series.)		
There is a separate file maintained for each piece of property disposed of by the County. The file contains the options, acceptances, releases, deed copies and settlement sheets, in addition to all papers of negotiation and correspondence.							
7. Record Series Format(s) List al			cord Se	ries	9. Volume		
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11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐	Monthly Annually		Num	Number			
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or				
Chesapeake Building, County Att	orneys Office		office.)  ☐ Yes 💢 No				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)				equirements		
□ Yes XNo			None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements				Recomm	nended Retention		
☐ Yes No			Retain Permanently				
19. Name and Title of Preparer		20. Teler	21. Date				
ANGELA H. BLONDINO, PARA	LEGAL	Numl	ber	AUG	EUST 15, 2011		
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Instructions –Type or Print a separate form for each new or	DEPARTMENT OF GENERAI RECORDS MANAGEMENT				AGENCY RECORDS INVENTORY		
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with Records Retention Schedule	Jessup, Maryland 207		J				
(DGS 550-1)	410-799-1930				PAGE <u>8</u> OF <u>19</u>		
1. Department/Agency	2. Division		-		3. Unit		
CT MADVIC COUNTY	POARD OF COUNTY COMMISSI	ONED			OPPICE OF THE COUNTY ATTORNEY		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSI	ONER			OFFICE OF THE COUNTY ATTORNEY		
DEEDUTION, DECORD SERVES.	A array of related accords a small of the	J J		· · · · · · · · · · · · · · · ·			
4. Record Series Title	A group of related records normally file	a ana u	sed as a		or reference as well as retention and disposition purposes.		
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6 Pagerd Series Description (Priofi	y describe the times of information/deep	m ontal	forms f		to_		
o. Record Series Description (Brief	y describe the types of information/doct	iments/	iorins i	ouna m	the series. Include the purpose or function of the series.)		
Lease of property by County for it	ts use and lease out of County owned p	ropert	<b>y.</b>				
7. Record Series Format(s) List all		0.0	1.0	•	Lowe		
		8. Re Seque	cord Se ence	eries	9. Volume		
Letter Size  Microfilm							
Legal Size Computer Ta	ipe		lphabet		Number		
Audio Tape ☐ Floppy Disk			umeric		☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Bound Book ☐ Video Tape		Chronological  Geographical		ogical	☐ Computer Tape(s) ☐ Other (specify)		
				hical			
Other (specify)		По	Other (specify)		10. Annual Accumulation		
					·		
					Number		
					File Drawer(s)		
					☐ Microfilm Reel(s)		
					☐ Computer Tape(s) ☐ Other (specify)		
					Guiei (specify)		
11. File is Used			12. F	ile Bec	omes Inactive After		
	4						
☐ Daily ☐ Weekly	Monthly		Number				
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or				
., .	·		office.)				
Chesapeake Building, County Att	orneys Office		☐ Yes     No				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)		16. 7	Audit R	equirements		
☐ Yes 🗖 No			Ø.	None	State Federal Independent		
<b>,</b> .			·				
17. Is an Index System used? If yes	, explain briefly and describe requirement	nts	18. I	Recomr	nended Retention		
☐ Yes			Doto	in in at	Fig. 3 years often expiration of loops than dectues.		
			Reta	111 111 01	fice 3 years after expiration of lease then destroy.		
10 Name and Title of Description	<del></del>			31 5	and a second sec		
19. Name and Title of Preparer		20. Telep	phone 21. Date				
ANGELA H. BLONDINO, PARA	LEGAL	Numb	er	AUG	EUST 15, 2011		
(301)475-4200 x1701		301-4 4200	75-				
	ı						

Instructions –Type or Print a DEPARTMENT OF GENERAL					AGENCY RECORDS INVENTORY		
separate form for each new or revised record series. Forward RECORDS MANAGEMENT I 7275 Waterloo Road, P.O. E							
with Records Retention Schedule (DGS 550-1)	(DGS 550-1) 410-799-1930				PAGE 9 OF 19		
1. Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISS	IONERS			OFFICE OF THE COUNTY ATTORNEY		
DEFINITION: RECORD SERIES: 4. Record Series Title	A group of related records normally file	d and u	sed as a		or reference as well as retention and disposition purposes.		
	EAGREEMENTS			J. Ea			
6. Record Series Description (Briefl	y describe the types of information/docu	ments/	forms f	ound in	the series. Include the purpose or function of the series.)		
Agreements detailing the us	e of County owned property by	indiv	idual	s or a	gencies.		
				·			
7. Record Series Format(s) List al.		8. Re	cord Se	eries	9. Volume		
Letter Size		Sequ	ence				
☐ Legal Size ☐ Computer Ta	ape		lphabet	tical	Number		
☐ Audio Tape ☐ Floppy Disk		l □ N	umeric	al	☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Bound Book ☐ Video Tape		<b>X</b> C	hronolo	ogical	Computer Tape(s) Other (specify)		
Other (specify)		G	eograp	hical			
		0 🗆	ther (sp	pecify)	10. Annual Accumulation		
					Number		
					File Drawer(s)		
					☐ Microfilm Reel(s) ☐ Computer Tape(s)		
					Other (specify)		
11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly 🚡	Monthly		Num	her	☐ Month(s) ☐ Year(s)		
Li Dully Li Weekly y	Nontainy 17 Tanadany		Number				
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, County Att	orneys Office		□ Yes 🗖 No				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes No				□ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes	, explain briefly and describe requireme	nts	18. Recommended Retention				
☐ Yes ☐ No				Retain in office 3 years after expiration of agreement then destro			
19. Name and Title of Preparer		20.		21. D	ate		
	LECAL	Telep Numl					
ANGELA H. BLONDINO, PARA (301)475-4200 x1701	LEGAL	301-4 4200	175-	,			

<u>Instructions</u> –Type or Print a separate form for each new or	DEPARTMENT OF GENERAI RECORDS MANAGEMENT	DIVISION			AGENCY RECORDS INVENTORY		
revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Jessup, Maryland 207 410-799-1930		5		PAGE <u>10</u> OF <u>19</u>		
Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSI	IONER	.S		OFFICE OF THE COUNTY ATTORNEY		
	A group of related records normally file	d and u	sed as a unit for reference as well as retention and disposition purposes.				
4. Record Series Title			5. Earliest Year/Latest Year				
REAL ESTATE AND PERSONA FILES	L PROPERTY DELINQUENT TAX	SUIT			to		
6. Record Series Description (Briefl	y describe the types of information/docu	ments/	forms f	ound in	the series. Include the purpose or function of the series.)		
=	outstanding real estate and pers real estate appraisals, title do			-	xes owed to the locality. This series may adings, contracts and deeds.		
7. Record Series Format(s) List al	<u> </u>		cord Se	ries	9. Volume		
Letter Size  Microfilm		Sequ					
Legal Size Computer Ta	ape		lphabet		Number		
☐ Audio Tape ☐ Floppy Disk	<b>.</b>	☐ Numerical			☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Bound Book ☐ Video Tape		Chronological			Computer Tape(s) Other (specify)		
Other (specify)		Geographical					
		Other (specify)			10. Annual Accumulation		
					Number		
					☐ File Drawer(s) ☐ Microfilm Reel(s)		
					Computer Tape(s) Other (specify)		
11 Pile is the d	<u> </u>		12.5	::I- D			
11. File is Used			12. File Becomes Inactive After				
☐ Daily 🏿 Weekly 🗆	Monthly Annually		Number				
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or				
Chesapeake Building, County Att	orneys Office		office.)  ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)				equirements		
☐ Yes			None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. 1	Recomn	nended Retention		
Yes No			Retain in office for three (3) years after the case is closed.				
19. Name and Title of Preparer		20. Telep		21. D			
ANGELA H. BLONDINO, PARA	LEGAL	Numl	oer	AUG	JGUST 15, 2011		
(301)475-4200 x1701 301 420			175-	'5-			

<u>Instructions</u> –Type or Print a separate form for each new or	DEPARTMENT OF GENERAL RECORDS MANAGEMENT				AGENCY RECORDS INVENTORY		
revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Jessup, Maryland 207 410-799-1930	Box 275			PAGE <u>11</u> OF <u>19</u>		
1. Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISS	IONER:	s		OFFICE OF THE COUNTY ATTORNEY		
	A group of related records normally file	d and us	ed as a		or reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year				
	ATE TITLE FILES				to		
6. Record Series Description (Briefl	y describe the types of information/docu	ıments/f	orms fo	ound in	the series. Include the purpose or function of the series.)		
	e locality to establish title to pronentation, contracts, and deeds		es. Tl	his sei	ries may include, but is not limited to: real		
7. Record Series Format(s) List all	l	8. Red Seque	ord Se ence	ries	9. Volume		
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Ta	nne	☐ Al	phabet	ical	Number		
☐ Audio Tape ☐ Floppy Disk	-	□Ni	Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)		
		<b>⊠</b> CH	ronolo	gical	Computer Tape(s)		
☐ Bound Book ☐ Video Tape ☐ Other (specify)		□G€	Geographical		Other (specify)		
Guier (speeny)		Ot	Other (specify)		10. Annual Accumulation		
					Number		
					File Drawer(s)		
					☐ Microfilm Reel(s)		
					☐ Computer Tape(s) ☐ Other (specify)		
11 721-1-11-1			12.5	11 - D			
11. File is Used			12. F	ne Bec	omes Inactive After		
☐ Daily ☐ Weekly	Monthly		Number				
13. Current Location(s) (Bldg., l	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, County Atte			Yes 🔀 No				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes			None State Federal Independent				
17. Is an Index System used? If yes	, explain briefly and describe requireme	nts	18. F	Recomn	nended Retention		
☐ Yes ☐ No			Retain permanently				
19. Name and Title of Preparer		20. Telepl	21. Date				
ANGELA H. BLONDINO, PARA	LEGAL	Numb	per AUGUST 15, 2011				
(301)475-4200 x1701 301-4 4200			75-				

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Instructions –Type or Print a separate form for each new DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION				AGENCY RECORDS INVENTORY			
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930	275		PAGE <u>12</u> OF <u>19</u>			
1. Department/Agency	2. Division			3. Unit			
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSIONERS			OFFICE OF THE COUNTY ATTORNEY			
DEFINITION: RECORD SER  4. Record Series Title	ES: A group of related records normally filed at	nd used a		reference as well as retention and disposition purposes.  Earliest Year/Latest Year			
	DA ADNIMO			to			
	EMENTS						
6. Record Series Description (F	Briefly describe the types of information/docume	nts/form	s found in t	the series. Include the purpose or function of the series.)			
Grants and receipts of r	ights in real property.						
7. Record Series Format(s) L	st all		ord Series	9. Volume			
Letter Size  Microf	ilm	Seque					
Legal Size Comput	er Tape		ohabetical	Number			
☐ Audio Tape ☐ Floppy	Disk	☐ Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)			
☐ Bound Book ☐ Video	Таре	<b>⊠</b> Ch	ronological	☐ Computer Tape(s) ☐ Other (specify)			
Other (specify)		☐ Ge	ographical				
		Other (specify)		10. Annual Accumulation			
		<del></del>		Number			
				File Drawer(s)			
				Microfilm Reel(s) Computer Tape(s)			
				Other (specify)			
11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly	Monthly ☐ Annually		Number	_			
, ,	dg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, County	Attorneys Office		or office.) Whichever Department No is benefitting.				
15. Access Restrictions (If Yes	, cite Law(s) & Regulation(s)		16. Audit	Requirements			
☐ Yes     No			☐ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes ☐ No			Retain permanent easements permanently; Retain temporary easements for three (3) years after termination of temporary easement.				
19. Name and Title of Preparer		20.	. 21. Date				
ANGELA H. BLONDINO, P.	ARALEGAL	Teleph Numbe	er AU	GUST 15, 2011			
(301)475-4200 x1701 301- 4200			75-				

Instructions – Type or Print a separate form for each new DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISIO				AGENCY RECORDS INVENTORY			
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930	275		PAGE <u>13</u> OF <u>19</u>			
1. Department/Agency	2. Division			3. Unit			
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSIONERS	8		OFFICE OF THE COUNTY ATTORNEY			
DEFINITION: RECORD SER 4. Record Series Title	IES: A group of related records normally filed an	nd used as		or reference as well as retention and disposition purposes.  Earliest Year/Latest Year			
	OW EN ECOPEDA DEMENITA I MATERICO		).				
	EW FILES/DEPARTMENTAL MATTERS			to			
6. Record Series Description (I	Briefly describe the types of information/docume	nts/forms i	found in	the series. Include the purpose or function of the series.)			
These files deal with issues ar limited to, correspondence an		nents withi	in Cour	nty Government. This series may include, but is not			
7. Record Series Format(s) L	ist all	8. Record	d Series	9. Volume			
Letter Size  Micros	ĭlm	Sequence	e				
Legal Size Compu		☐ Alph	abetical	Number			
Audio Tape Floppy		☐ Num	erical	☐ File Drawer(s) ☐ Microfilm Reel(s)			
		Chro	nologic	al Computer Tape(s)			
☐ Bound Book ☐ Video	-	☐ Geog	raphica	Other (specify)			
Other (specify)		Other		10. Annual Accumulation			
		(specify)					
		4.1.4.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1		Number			
				☐ File Drawer(s) ☐ Microfilm Reel(s)			
				Computer Tape(s)			
				Other (specify)			
11. File is Used			2. File I	Becomes Inactive After			
☐ Daily 💆 Weekly	☐ Monthly ☐ Annually	N	Number				
13. Current Location(s) (B	ldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency				
Chesapeake Building, Count	Attorneys Office	0	or office.) Various departments				
15. Access Restrictions (If Yes	, cite Law(s) & Regulation(s)	1	6. Aud	lit Requirements			
☐ Yes			None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			8. Reco	ommended Retention			
☐ Yes     No			Retain 10 years after completion of action, then destroy.				
19. Name and Title of Preparer		20. Telephor		1. Date			
ANGELA H. BLONDINO, P.	ARALEGAL	Number	A	UGUST 15, 2011			
(301)475-4200 x1701 301-4 4200							

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAI RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 207 410-799-1930	DIVISI Box 27:	ON		AGENCY RECORDS INVENTORY           PAGE14 OF		
1. Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISS	IONER	s	·	OFFICE OF THE COUNTY ATTORNEY		
	A group of related records normally file	d and us	sed as a		reference as well as retention and disposition purposes.		
4. Record Series Title  LEGAL	OPINIONS			5. Ear	liest Year/Latest Year		
					to		
6. Record Series Description (Briefl	y describe the types of information/docu	ıments/f	orms f	ound in	the series. Include the purpose or function of the series.)		
Consists of opinions requested by	the locality, its officials, employees, or	depart	ments	from th	e County Attorney's office on matters of law.		
		-					
7. Record Series Format(s) List al		8 Rec	cord Se	ries	9. Volume		
		Seque			7. Volume		
Letter Size  Microfilm		   □ A1	phabet	ical	Number		
☐ Legal Size ☐ Computer Ta	ape		-		_		
☐ Audio Tape ☐ Floppy Disk	<del>.</del>	L N	umeric	al	☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Bound Book ☐ Video Tape		<b>⊠</b> ,Ci	nronolo	gical	Computer Tape(s)		
-		☐ Ge	☐ Geographical		Other (specify)		
Other (specify)		Other (specify)			10. Annual Accumulation		
				echy)	10. Alinual Accumulation		
					Number		
					_		
					☐ File Drawer(s) ☐ Microfilm Reel(s)		
	,				Computer Tape(s)		
					Other (specify)		
11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐	Monthly		Number				
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, County Att	orneys Office		☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes				None [	☐ State ☐ Federal ☐ Independent		
- <i>P</i>			7*				
17. Is an Index System used? If yes, explain briefly and describe requirements				18. Recommended Retention			
☐ Yes         No				Retain permanently			
19. Name and Title of Preparer		20.		21. Da	ate		
ANORE A M. BLOVETTO TOTAL	Y DOAL	Telepi Numb		one			
ANGELA H. BLONDINO, PARA (301)475-4200 x1701	LEGAL j	301-4					
(301)+73-4200 X1701 4200		4200	1				

Instructions – Type or Print a	DEPARTMENT OF GENERAL	SERV	/ICES		AGENCY RECORDS INVENTORY		
separate form for each new or revised record series. Forward	revised record series. Forward 7275 Waterloo Road, P.O. Box 275						
with Records Retention Schedule (DGS 550-1)	Jessup, Maryland 20794 410-799-1930				PAGE <u>15</u> OF <u>19</u>		
1. Department/Agency	2. Division		-		3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSI	ONER	<b>S</b>		OFFICE OF THE COUNTY ATTORNEY		
DEFINITION: RECORD SERIES:  4. Record Series Title	A group of related records normally filed	d and u	sed as a	sed as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year			
	/ LEGISLATIVE PACKAGES			to			
6. Record Series Description (Briefl	y describe the types of information/docu	ments/	forms fo	ound in	the series. Include the purpose or function of the series.)		
Legislative proposals, drafts of lo	cal legislation, correspondence, fiscal i	mpact	stateme	ents.			
		-					
7. Record Series Format(s) List al	1		cord Se	ries	9. Volume		
Letter Size  Microfilm		Sequ	lphabet	iaal	Number		
☐ Legal Size ☐ Computer Ta	ape	_	umerica		<u>  _</u> :		
☐ Audio Tape ☐ Floppy Disk					File Drawer(s)  Microfilm Reel(s)		
☐ Bound Book ☐ Video Tape		•	Chronological		☐ Computer Tape(s) ☐ Other (specify)		
Other (specify)			Geographical		10.4		
			Other (specify)		10. Annual Accumulation		
					Number		
					File Drawer(s)		
					☐ Microfilm Reel(s) ☐ Computer Tape(s)		
					Other (specify)		
11. File is Used			12. File Becomes Inactive After				
☑ Daily ☐ Weekly [	Monthly Annually		Number				
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or				
Chesapeake Building, County Att	orneys Office		office.)				
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)			Yes Audit R	No equirements		
Yes 🗖 No			XI.	None	State Federal Independent		
17. Is an Index System used? If yes	s, explain briefly and describe requirement	nts	18. F	Recomr	nended Retention		
☐ Yes 💢 No	· · · · · · · · · · · · · · · · · · ·		1		r five (5) years after the adjournment of the		
<u> </u>			regis	legislative session; then destroy.			
19. Name and Title of Preparer		20.	hone	21. D	vate		
ANGELA H. BLONDINO, PARA	LEGAL	Num	ber	er • AUGUST 15, 2011			
/201\ <i>\175 \1</i> 200 v1701			301-475- 4200				

Instructions – Type or Print	DEPARTMENT OF GENERAL SE	RVICES			AGENCY RECORDS INVENTORY	
a separate form for each new or revised record series. RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Forward with Records Jessup, Maryland 20794						
Retention Schedule (DGS 550-1)	410-799-1930		PAGE <u>16</u> OF <u>19</u>			
1. Department/Agency	2. Division			+	3. Unit	
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSIONERS	S			OFFICE OF THE COUNTY ATTORNEY	
DEFINITION: RECORD SER  4. Record Series Title	I IES: A group of related records normally filed a	nd used a			ference as well as retention and disposition purposes.	
	ATHERE RECOVER COLLAR DEVOLVENCE	0.4370				
	RTMENT/RESCUE SQUAD REVOLVING L				to	
6. Record Series Description (I	Briefly describe the types of information/docume	ents/forms	s found i	in the	series. Include the purpose or function of the series.)	
	missory Note and Security Agreement e of equipment, trucks and land.	ts for m	oney l	oan	ed to local Fire Departments and Rescue	
Squads for the purchase	e of equipment, trucks and land.					
7. Record Series Format(s) L	ist all	2	ord Serie	s	9. Volume	
Letter Size  Micro	film	Sequen				
☐ Legal Size ☐ Compu	ter Tape	Alp	habetica	ıl	Number	
☐ Audio Tape ☐ Floppy	-	☐ Numerical			☐ File Drawer(s) ☐ Microfilm Reel(s)	
☐ Bound Book ☐ Video		Chronological			Computer Tape(s) Other (specify)	
Other (specify)	•	☐ Geo	graphic	al		
Guier (speeny)		Oth	Other		10. Annual Accumulation	
		(specify	<del>-</del>		<del></del>	
					Number	
					☐ File Drawer(s) ☐ Microfilm Reel(s)	
					Computer Tape(s) Other (specify)	
11. File is Used		<u> </u>	12. File Becomes Inactive After			
			121110 2000/1100 11110111101			
☐ Daily ☐ Weekly	☐ Monthly		Number			
13. Current Location(s) (B	ldg., Floor, Room)	93	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Chesapeake Building, Count	y Attorneys Office		Yes No			
15. Access Restrictions (If Yes	s, cite Law(s) & Regulation(s)				equirements	
☐ Yes         No			None State Federal Independent			
17. Is an Index System used?	If yes, explain briefly and describe requirements	51			nended Retention	
☐ Yes				Retain for three (3) years after repayment of the loan; then destroy.		
19. Name and Title of Preparer		20. Telepho	21. Date			
ANGELA H. BLONDINO, P	ARALEGAL	Numbe	r A	AUG	UST 15, 2011	
(301)475-4200 x1701		301-47: 4200	o-			

Instructions – Type or Print a separate form for each new or revised record series. Forward DEPARTMENT OF GENERAL SI RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Box			ION		AGENCY RECORDS INVENTORY			
with Records Retention Schedule (DGS 550-1)	Jessup, Maryland 207 410-799-1930				PAGE <u>17</u> OF <u>19</u>			
Department/Agency	2. Division				3. Unit			
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISS	IONER	as.		OFFICE OF THE COUNTY ATTORNEY			
	A group of related records normally file	d and u	sed as a	unit fo	nit for reference as well as retention and disposition purposes.			
4. Record Series Title				5. Ea	rliest Year/Latest Year			
COUNT	Y CODE UPDATES				to			
6. Record Series Description (Briefl	y describe the types of information/docu	ments/	forms fo	ound in	the series. Include the purpose or function of the series.)			
Correspondence with state/genera	al code publishers.							
7. Record Series Format(s) List all		8 Re	cord Se	riec	9. Volume			
Letter Size  Microfilm		Seque		.TICS	y. Volume			
☐ Legal Size ☐ Computer Ta	ape	ΠA	lphabet	ical	Number			
☐ Audio Tape ☐ Floppy Disk		□N	umerica	al	☐ File Drawer(s) ☐ Microfilm Reel(s)			
☐ Bound Book ☐ Video Tape				gical	Computer Tape(s) Other (specify)			
Other (creedity)		☐ Geographical		hical				
Other (specify)		<b>□</b> 0	Other (specify)		10. Annual Accumulation			
					Number			
					File Drawer(s)			
					☐ Microfilm Reel(s)			
					Computer Tape(s)  Other (specify)			
11. File is Used			12. File Becomes Inactive After					
☐ Daily ☐ Weekly ☐	Monthly Manually		Number					
13. Current Location(s) (Bldg.,	Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or					
Chesapeake Building, County Att	orneys Office		office.)					
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)			Yes Audit R	No equirements			
☐ Yes			<b>X</b>	None	State Federal Independent			
17. Is an Index System used? If yes	, explain briefly and describe requirement	nts	18. F	Recomn	nended Retention			
☐ Yes      No			Retai	Retain for three (3) years after publication; then destroy.				
19. Name and Title of Preparer		20.	<u> </u>	21. D	ate			
ANCELA II DI ONDINO DEDI	LECAL	Telep Numl		AUG	UST 15, 2011			
ANGELA H. BLONDINO, PARALEGAL  (301)475-4200 x1701  Num 301- 420			175-					

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Instructions – Type or Print a DEPARTMENT OF GENERAL				ļ.	AGENCY RECORDS INVENTORY		
separate form for each new or revised record series. Forward	RECORDS MANAGEMENT 7275 Waterloo Road, P.O.						
with Records Retention Schedule	Jessup, Maryland 207		_				
(DGS 550-1)	410-799-1930				PAGE <u>18</u> OF <u>19</u>		
Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY	BOARD OF COUNTY COMMISSI	ONED	· C	l	OFFICE OF THE COUNTY ATTORNEY		
GOVERNMENT	DOARD OF COUNTY COMMISSI	ONEN		ŀ	OFFICE OF THE COUNTY ATTORNEY		
DEFINITION: RECORD SERIES: A	oroup of related records normally file	d and u	sed as a	a unit fo	or reference as well as retention and disposition purposes.		
4. Record Series Title	r group of related records normany med	a and a	sou as c		arliest Year/Latest Year		
MUDDIN	AND MIIDDIIN AUDUT				40		
MURPHY	AND MURPHY AUDIT				to		
6. Record Series Description (Briefly	describe the types of information/docu	ments/	forms f	ound in	the series. Include the purpose or function of the series.)		
Responses to auditors requests for	information.						
-							
		0.70	1.0		T 6 v. i		
7. Record Series Format(s) List all		8. Re Sequ	cord Se	eries	9. Volume		
Letter Size  Microfilm		-		.:1	Number		
☐ Legal Size ☐ Computer Tap	oe e		lphabet		Number		
☐ Audio Tape ☐ Floppy Disk		☐ Numerical			☐ File Drawer(s) ☐ Microfilm Reel(s)		
		Chronologica			Computer Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographical			Other (specify)		
Other (specify)		_					
		Other (specify)			10. Annual Accumulation		
					Number		
					☐ File Drawer(s) ☐ Microfilm Reel(s)		
					Computer Tape(s)		
					Other (specify)		
11. File is Used			12. File Becomes Inactive After				
☐ Daily      ☐ Weekly     ☐	Monthly		Num	ber	☐ Month(s) ☐ Year(s)		
13. Current Location(s) (Bldg., F.	loor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, County Attor	rneys Office						
15. Access Restrictions (If Yes, cite I	Law(s) & Regulation(s)			Yes Audit R	No equirements		
☐ Yes							
Yes 🔀 No				None	State Federal Independent		
17. Is an Index System used? If yes	explain briefly and describe requirement	nts	18. F	Recomn	nended Retention		
17. Is an Index System used? If yes, explain briefly and describe requirement					r three (3) years; then destroy.		
☐ Yes					-		
19. Name and Title of Preparer		20.		21. D	nate		
15. Ivano and Thie of Hepatel		Telep	hone				
ANGELA H. BLONDINO, PARAL	LEGAL	Numl	ber AU		UST 15, 2011		
(301)475-4200 x1701 301-							

Instructions – Type or Print	DEPARTMENT OF GENERAL SE	RVICES	ES		AGENCY RECORDS INVENTORY		
a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				PAGE <u>19</u> OF <u>19</u>		
1. Department/Agency	2. Division				3. Unit		
ST. MARY'S COUNTY GOVERNMENT	BOARD OF COUNTY COMMISSIONERS	S			OFFICE OF THE COUNTY ATTORNEY		
DEFINITION: RECORD SER 4. Record Series Title	ES: A group of related records normally filed a	nd used a	s a unit	unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year			
•	NEONG WORKING BU BG			J. 13u			
MISCELLA	NEOUS WORKING FILES				to		
6. Record Series Description (I	Briefly describe the types of information/docume	nts/form	s found	in the	e series. Include the purpose or function of the series.)		
These files are opened to deal or there has been no activity		indexed	categor	ries. S	Such files are closed when a matter has been resolved		
7. Record Series Format(s) L		8. Reco		ies	9. Volume		
Letter Size  Microf	ilm	Sequer					
Legal Size	er Tape	Alp	habetic	cal	Number		
☐ Audio Tape ☐ Floppy		☐ Nu	merical		File Drawer(s) Microfilm Reel(s)		
☑ Bound Book ☐ Video	** •	Chronological		ical	Computer Tape(s) Other (specify)		
		☐ Geo	Geographical		Other (speeny)		
Other (specify)		_	Other		10. Annual Accumulation		
		(specif	(specify)				
					Number		
					☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used			12. File Becomes Inactive After				
☐ Daily	☐ Monthly ☐ Annually		Numbe	Number			
13. Current Location(s) (B	dg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency				
Chesapeake Building, County	Attorneys Office		or offic	ŕ	N71 > 1		
15. Access Restrictions (If Yes	, cite Law(s) & Regulation(s)		Yes No  16. Audit Requirements				
☐ Yes 🔀 No			None State Federal Independent				
17. Is an Index System used?	f yes, explain briefly and describe requirements				nended Retention		
☐ Yes          XNo			Once closed, review for historical value.				
19. Name and Title of Preparer		20.		21. D	Pate		
ANGELA H. BLONDINO, P.	ARALEGAL	Numbe			SUST 15, 2011		
(301)475-4200 x1701 301- 4200			301-475- 1200				